

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING - ROOM 113
THURSDAY, OCTOBER 28, 1999
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bernie Heier
Larry Hudkins
Linda Steinman
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Dave Kroeker, Budget & Fiscal Officer
Gwen Thorpe, Deputy County Clerk
Melissa Koci, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, OCTOBER 21, 1999

MOTION: Heier moved and Workman seconded approval.

Campbell noted that on the bottom of page 2 it states, "Campbell noted these options will add 116 employee parking stalls ...", but it should say will add 116 parking stalls for employee and fleet vehicles.

ROLL CALL: On call Hudkins, Steinman, Heier, Workman and Campbell voted aye to approving the minutes with the correction. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Cards from the County Commissioners
- B. Budget Report
- C. Letter from Gary and Phyllis Hergenrader

MOTION: Steinman moved and Heier seconded approval of the additions to the agenda. On call Hudkins, Workman, Steinman, Heier and Campbell voted aye. Motion carried.

11 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Information Services Policy Committee - Steinman, Workman

Linda Steinman noted Information Services has completed training for the City Web Assistants and in November the County Web Assistants will be trained. She said the County Special Assessments have not gone through a Y2K test but it will be happening soon and she noted the Register of Deeds is ready to go on the Internet.

Workman reported Ken Kuszak indicated he could save \$5,000 a month if he had a credit card because there are some vendors that will not take an order without a credit card.

Steinman said the City is working on the request.

Kerry Eagan, Chief Administrative Officer, indicated he spoke with Information Services regarding the computer(s) for the Detention Expediter and he said the request will be coming back before the Board for 3 laptops, instead of 3 Pentium computers, which will come out of the Families First & Foremost Grant.

MOTION: Steinman moved and Hudkins seconded approval of a request from Families First & Foremost Program for Three (3) Laptops from the Families First & Foremost Grant. On call Steinman, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

B. Attention Center - Heier

Heier indicated there are a few people on the Attention Center Board who want to stay on the Board, but the Bylaws indicate that the length of term for a Board member is two, four-year terms. He said some of the members terms are over and he just wanted the Board to be aware that a letter will be sent out to the Commissioners asking if the Bylaws can be changed or left in effect or if one can go above it. Heier indicated he wouldn't be sure until he read the Bylaws.

2 ADDITIONS TO THE AGENDA

A. Cards from the County Commissioners

Campbell indicated that the County Board currently buys greeting cards for people when the need arises and said it would be nice to design and order 100 or so at a time of certain cards for certain reasons. The Board agreed to purchase cards that say "With Sincere Sympathy", "With Best Wishes" and "Thank You".

Workman indicated he would like to have envelopes to match the stationary each Commissioner has that says "From the Desk of the County Commissioner".

B. Budget Report

Campbell reported she discussed the September 30, 1999 budget report with Dave Kroeker and noted that most of the agencies are on target with 75% of the year remaining, but the Juvenile Court is already at 67.8%. Campbell said she asked Kroeker why it was so high and he indicated he received the Boarding Contracts, which is at 62% and legal is at 66%. She said Kroeker was going to look into the Juvenile budget.

C. Letter from Gary and Phyllis Hergenrader

Campbell indicated she would work with Kerry on a response letter to the Hergenrader's telling them the Board will review all of the material and tell them the County Board appreciates all of the hours and effort put forth in the letter. She noted a copy of the letter should be sent to Olsson & Associates, Planning Director, Roger Figard with Public Works and the County Engineer.

9 CONSENT ITEMS

- A. Microcomputer Request C#99301, for \$4,468.75 from the Public Defender's Budget for a Laptop Computer and Accessories
- B. Vacation Requests:
 - 1. Doug Ahlberg for Monday, November 15 through Friday, November 19, 1999
 - 2. Kerry Eagan for Friday, November 12, 1999
- C. Request from Dave Kroeker to Attend Association of Government Accountants Conference, November 5, 1999, at the Cornhusker Hotel (\$50 registration fee)

MOTION: Steinman moved and Hudkins seconded approval of the Consent Items. On call Heier, Hudkins, Steinman, Workman and Campbell voted aye. Motion carried.

10 ADMINISTRATIVE OFFICER REPORT

- A. Agricultural Society Events Center Annexation

Eagan indicated he spoke with Mike Merwick on Wednesday who indicated he is meeting with all the parties on Monday.

Campbell noted annexations need to be added to the list of items to be discussed with the Mayor.

Eagan reported Building & Safety is concerned that the annexation agreement is not getting done on time and the agreement is a long process

The Board agreed to send Kerry to the meeting on Monday regarding annexations.

- B. Solicitation Policy for Lancaster County Properties

Eagan reported the Public Building Commission passed a policy governing solicitation on Building Commission property, but there has never been a policy adopted for County property. He said at the Motor Vehicle Facility on 46th & R Streets there are always solicitors bothering people as they walk in and out of the facility and he thinks there should be a policy adopted for that specific location.

Eagan said the County Attorney will draw up a resolution regarding solicitors for a Tuesday meeting.

C. Repair Cost of Tenprinter at Corrections (Printer for Automated Fingerprinting System)

Eagan reported if the agreement is between the vendor and the State the State is liable, but if the agreement is between the County and the State, the County is liable because the County contracted with them to place the Tenprinter. He said the original bill was \$886.88 and the offer of compromise was \$5,400.

Workman asked why the original bill was not paid.

Eagan indicated the bill was too large and Thurber wanted a breakdown of the prices charged. He said it has taken a year to get the breakdown and now finally Thurber received an offer, with an offer to compromise.

MOTION: Heier moved and Hudkins seconded to pay the repair cost of the Tenprinter and request that a review of all surge protectors be done on the equipment and look into the insurance if it applies. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

D. Reappointment of Larry Hudkins to District Energy Corporation Board of Directors

MOTION: Steinman moved and Workman seconded approval of the reappointment. On call Workman, Hudkins, Heier, Steinman and Campbell voted aye. Motion carried.

5 PROPOSAL FROM GRIFFIN GRANT WRITING & ASSOCIATES - Don Duncan

Don Duncan, Griffin Grant Writing & Associates, appeared and gave a brief overview of the company's process and how they operate. He indicated that it is extremely important to be competitive in the grants process and that it is important to show cooperation between interdepartmental and community-based organizations. He indicated his company is based in Mill Valley, California and has been in operation since 1990 and they are a performance-based professional services provider. Duncan stated his company is a grant writing firm that offers a guarantee of performance and the approach starts with the clients priority needs. He said his company looks at program resources and program gap and fiscal resources and fiscal gap and after they have an idea of where they are currently and where they want to move the community, they write competitive grants to move Lancaster County to their goal.

Duncan indicated since October of last year his company has won \$130 million in competitive grants for their clients around the country. They write all types of grants including infrastructure, transportation, economic development, education, housing, social services, youth programs, jobs training, health services and violence. He indicated his company looks at projects that have been funded, projects that have been underfunded and projects that have not been funded, but there is a recognized and demonstrated need for the fund. Duncan also said they look at where the money is being spent, because if money is being spent in an area where his company could have won dollars, it would free up those dollars to be spent on something else.

Duncan also noted there are two aspects to the compensation for Griffin Grant Writing. One is a retainer portion and under the retainer portion the company gets a \$95,000 retainer fee which comes with a \$1 million guarantee, meaning the company will guarantee they will win the County \$1 million in new competitive funds over and above whatever competitive funds the County won last year, or the money will be returned in full. He said anything over the \$1 million guarantee, the company gets 10%.

Steinman reported the County Board recently got to administer a \$7 million grant called Families First & Foremost, which is a federal grant that covers children with mental health needs who are in danger of becoming involved in the criminal justice system, and it has been a very difficult process. She questioned how the grant would be written up and who decides who administers it.

Duncan said his company does not get involved in the administering or the management of the grants, but if there are opportunities that are being missed there are other areas that are less obvious that are not being exploited.

Campbell said she could think of 9 categories within the Human Service Needs Assessment Report which involve grants, including Juvenile issues, Human Services, Sheriff, Mental Health, Housing and the Attention Center.

Dave Johnson, Deputy County Attorney, appeared and said that in one of the County's grants, in the application of the grant, the County has been tied to things they wouldn't necessarily support. He said the question would be when you are applying for the grant, have you already done this assessment and do you have an understanding of how the County works in the policy so they won't come back to the County on each individual application or would there need to be some one to tell you we can't be tied to this agency or that agency to administer the grant. Johnson questioned how it works.

Duncan indicated his company tries to get the best idea they can and are very committed to making sure the client understands what the specific grant opportunity requires. He said his company can send out a request for proposal overview where all of the requirements would be in a continual dialog with the County.

Workman questioned Duncan on how his company prioritizes their clients.

Duncan said his company gives their best effort on every application and every application that comes in goes through the same process and same effort. There is a lot of expertise in terms of grant writing. He said the grant writers have a piece of their compensation package that encourages them to put their best effort into it.

Workman also questioned the County Board's ability to back out of a grant if necessary.

Duncan said it would never get to that point because the County Board has to authorize his company to write the grant.

Campbell noted she liked the idea of going after where the County is already spending the taxpayers' dollar and her concern is why should the taxpayer of Lancaster County be putting in their own dollar when the County can access a dollar somewhere else.

Duncan noted his company would also communicate with Lancaster County on a weekly basis with what is on the current grants alert screen.

The County Board agreed to have Dave Kroeker, Kerry Eagan, Dave Johnson and Don Duncan continue discussing the grant proposal, review the references and report back to the County Board within the next couple of weeks.

6 VETERANS SERVICES QUARTERLY REPORT - Gary Chalupa, Veterans Service Officer

Gary Chalupa, Veterans Service Officer, appeared and indicated to the County Board that the Veterans Administration has a grant program where it will pay up to 65% for building, renovation or new construction for homeless shelters for veterans.

Chalupa distributed documentation regarding the Veterans Services Quarterly Report (Exhibit A) and gave a brief overview of the statistics. He said the workload has been heavy with increased phone calls and office visits.

Chalupa reported the Veterans Day recognition at the County Board meeting has not worked out because they are down to one World War I veteran and the family doesn't believe it would be a good idea for the veteran to come to the courthouse. Chalupa said he would come up with something to recognize the special day.

7 WARNING SIRENS - Doug Ahlberg, Emergency Management Director

Doug Ahlberg, Emergency Management Director, appeared and indicated that most of the warning signs in Lancaster County are located on top of schools. He said they are at a point where some of those are needing to be replaced and he would like to place the sirens on top of poles located by the schools instead of on the rooftops because it makes it more convenient for repairs. He also said that Lincoln Electric System would give Lancaster County the poles.

The Board agreed to allow the Emergency Management Director to place the warning sirens on top of the poles besides the schools and at city parks.

Ahlberg also reported he has a meeting on November 13 where he will be updated on the Waylon system.

12 SCHEDULE OF BOARD MEMBER MEETINGS

- A. Human Services Needs Assessment Executive Committee - Thursday, October 28, 1999 at 11:30 a.m., at the County-City Building, Room 206 - Campbell, Steinman
- B. Master Plan Steering Committee - Thursday, October 28, 1999 at 1:00 p.m., at the County-City Building, Room 106 - Hudkins
- C. Ecological Advisory Committee - Tuesday, November 2, 1999 at 7:00 a.m., at the County-City Building, Room 106 - Heier
- D. Juvenile Detention Facility Update - Tuesday, November 2, 1999 at 9:00 a.m., at the County-City Building, Room 113 - All Commissioners

Heier asked if Tom Morrow from Aramark could come to the Tuesday November 2, 1999 staff meeting to give a report on food service.

The Board agreed Tom Morrow would come in on Tuesday between 9:00 to 9:30 a.m.

The Board also agreed to discuss the Health Insurance Update on Tuesday, November 2, 1999 from 10:30 to 11:30 a.m.

The Board agreed to schedule a Rural Land Use Meeting on November 23, 1999 from 9:00 to 11:30 a.m. with the NRD, Health Department and Sheriff.

The Board also agreed to schedule a meeting on November 30, 1999 from 9 a.m. to 12 p.m. to tour some of the following joint agencies: Health Department, Planning, Information Services, Personnel, Women's Commission and Purchasing.

13 INVITATIONS TO BOARD MEMBERS

- A. Lincoln Action Program's Phoenix Awards Reception - Saturday, October 30, 1999 from 8:00 to 10:30 a.m., at the Old Country Buffet, 23rd & O Street

Campbell reported that she is going to attend the reception at the Old Country Buffet.

The Board agreed that the last County Board meeting before the week of Christmas will be on December 21, 1999 with a staff meeting being held at 9:00 a.m. and the regular Board meeting being held at 1:30. There will not be a County Board meeting on December 28, 1999.

There will not be a County Board meeting on December 28, 1999 or any County Board staff meetings on December 23 or December 30, 1999.

The Board agreed that the next scheduled meeting after the holidays will be on January 4, 2000, which is the first Tuesday of the year.

The Board requested the County Clerk not to schedule any public hearings on December 21, 1999.

The Board agreed that there will be a County Board staff meeting on January 18, 2000 at 9:00 a.m. because there will not be a quorum for the County Board to meet on January 20, 2000.

4 SPECIAL PERMIT NO 170 & PRELIMINARY PLAT NO 99018, HILLTOP ESTATES, SO 82ND & PELLA ROAD - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, appeared and distributed documentation regarding Special Permit No 170 (Exhibit B). He indicated the request is for a Community Unit Plan and Preliminary Plat to create 8 lots, and one outlot, on property located at So. 82nd Street and Pella Road. He said the surrounding land use and zoning is AG in the surrounding area under County Jurisdiction and A Agriculture in the zoning jurisdiction of Firth. Agricultural use is to the north, west and east and single family to the south. An acreage subdivision (Hilltop Estates) is adjacent to the south across Pella Road (approved by Firth) and the Burlington main line tracks abut to the east.

DeKalb said a neighbor to the west across the road, Darrell TeSelle, said he has had problems with water in their basement since the dirt work was done by the railroad last year. He said the reason they are having the problem is because of the higher level of elevation of where the springs used to be to the east of them. Mr. TeSelle expressed concern regarding his well having an odor and with 8 houses being proposed he feels he will have more problems with water.

DeKalb indicated he received a copy of the response from Vincent Dreeszen, Groundwater Consultant, regarding Hilltop Estates who stated that surface drainage and the direction of groundwater flow has not changed substantially and the flow was and is to the east-southeast and south and away from Mr. TeSelle's home site. Dreeszen stated there is no reason to believe or even suspect that the landfill and grading has had any effect on Mr. TeSelle's property including causing a wet basement or odor in his drinking water. Dreeszen said the amount of fill, maximum of 5 to 6 feet, does not constitute unsafe living conditions.

Campbell noted Special Permit No 170 and Preliminary Plat 99018, Hilltop Estates, So 82nd & Pella Road will be on the agenda for a public hearing on November 9, 1999.

ADJOURNMENT

At the direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk